



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EXHIBITS MANAGER	35	B	7.832
EXHIBIT PREPARATOR II	32	B	7.831
EXHIBIT PREPARATOR I	30	B	7.841

SERIES CONCEPT

Positions in this series perform a broad range of duties involving museum exhibit work including, but not limited to, research, design, construction, installation and maintenance. Incumbents apply a variety of technical and professional level skills, methods and procedures and operate specialized equipment; fabricate and assemble displays; apply restoration and conservation techniques; create special audio and visual effects and ensure exhibits are in compliance with division policy, procedure, and standards.

Design exhibit areas by reviewing objectives of exhibits; research historical and/or scientific information; consult with curators; plan layout within allotted space; consider artifacts and construction, graphic, and painting materials available; and coordinate with other staff, contractors, outside services, and the public in order to determine and plan criteria for displays.

Construct exhibit areas and details of display scenes by reviewing plans; determine needed materials; utilize pictures or sketches to recreate specific scenes; build, reconstruct, silkscreen, and/or paint, making necessary considerations or modifications to achieve proper color, perspectives, or layout; and furnish with artifacts and specimens in order to create a realistic and accurate scene or display area.

Maintain exhibit area, artifacts, and specimens by implementing procedures for preservation of artifacts; check periodically for wear or damage; ascertain and check for proper case light intensities, temperature, and humidity; utilize pesticides; retouch or reconstruct; and replace artifacts or specimens, in order to ensure exhibits and specimens are protected and retain an appropriate appearance.

Perform related duties as assigned.

CLASS CONCEPTS

Exhibits Manager: Under administrative direction, incumbents perform the full range of duties in the series concept, and in addition, manage a staff of Exhibit Preparators and workers involved in the design, construction, installation and maintenance of museum exhibits. Positions at this level are responsible for directing a museum exhibit program of considerable complexity and are accountable for directing major exhibit design and construction projects requiring application of concepts and practices utilizing considerable judgment and ingenuity.

Projects are assigned in terms of general program goals and are not specified in detail. The level of work involves independent decision making and accountability for the accuracy of the final work produced. These

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CLASS CONCEPTS (cont'd)

Exhibits Manager (cont'd)

responsibilities reflect greater complexity in planning, organizing and directing personnel and agency resources and produce a significant impact on department programs, budgets, policies and procedures. Duties require a varied depth of knowledge to manage a diverse museum exhibit program.

Positions allocated to this level are responsible for overseeing all aspects of a museum exhibit program including project budgets, staffing levels, work assignments and direction, long/short range planning, complex exhibit design, research and development, construction, maintenance, security and preservation of artifacts. The Exhibits program covers a variety of specialized program areas including Nevada, Western and Great Basin prehistory, history and natural history.

Exhibit Preparator II: Under general direction, incumbents perform exhibit design, planning, construction and maintenance, applying specialized methods and techniques and construct unique and/or complex museum exhibits and displays requiring knowledge of an advanced nature. This is the advanced journey level in the series.

Duties cover a wide range of technical and skilled work assignments applying concepts, theories and practices requiring considerable judgment and ingenuity. Positions at this level are accountable for some or all aspects of a project and are expected to function independently within program guidelines. Project responsibility includes determining individual work priorities and applying established policy, procedures, techniques, standards and guidelines set forth by management. When standards and techniques are not applicable, judgment and ingenuity must be exercised.

Positions allocated to this level are distinguished from the Exhibit Preparator I by performing specialized work of an advanced nature involving the research, design and fabrication of complex museum exhibits. This requires the incumbent to use considerable judgment in making independent decisions. Positions at this level may have technical, lead or supervisory responsibility for a project; and/or manage an exhibit program in a smaller, less diverse museum. Project and/or exhibit program management may also include staffing and budget responsibility.

Exhibit Preparator I: Under general supervision, incumbents perform the full range of duties described in the series concept involving the design, fabrication, maintenance, and repair of museum exhibits. This is the journey level in the series. Progression to the next level in the series is not automatic and is based on the level of work performed.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Some positions may require specialized education and experience which will be identified at the time of recruitment.

EXHIBITS MANAGER

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with major course work in museology, photography, U.S. history, anthropology, geology, natural history, industrial arts, commercial arts, graphic design or closely related field and three years of progressively responsible experience in the development and operation of exhibits and displays in a museum or comparable setting; **OR** a Bachelor's degree from an accredited college, university or technical school with major course work in museology, photography, U.S. history, anthropology, geology, natural

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MINIMUM QUALIFICATIONS (cont'd)

EXHIBITS MANAGER (cont')

EDUCATION AND EXPERIENCE (cont'd)

history, industrial arts, commercial arts, graphic design or closely related field and four years of progressively responsible experience as outlined above; **OR** two years of experience as an Exhibit Preparator II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: safety procedures, OSHA and A.D.A. standards in the design and construction of exhibits. **Knowledge of:** the trends in museum exhibit design and display techniques. **Ability to:** determine the most cost effective and efficient method of exhibit design, construction, maintenance and repair; develop solutions to unique problems; resolve problems diplomatically with agency staff, vendors and the general public; perform feasibility studies including estimating costs, budget preparation, and production schedules; supervise the work of outside contractors; manage a variety of projects simultaneously; interpret and apply department standards uniformly; communicate both orally and in writing with staff and the public; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: department policy and procedure as applied to assigned projects. **Knowledge of:** the function of the different divisions of the department to obtain needed information and/or where to direct questions; the principles of personnel management including supervision, training and discipline. **Ability to:** effectively direct a staff performing a variety of specialized functions; resolve discrepancies found in the design and construction of exhibits and develop solutions to those problems.

EXHIBIT PREPARATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college, university or technical school with major course work in museology, photography, U.S. history, anthropology, geology, natural history, industrial arts, commercial arts, graphic design or closely related field and two years of progressively responsible experience in the development and operation of exhibits and displays in a museum or comparable setting; **OR** an Associate's degree from an accredited college, university or technical school with major course work in museology, photography, U.S. history, anthropology, geology, natural history, industrial arts, commercial arts, graphic design or closely related field and three years of progressively responsible experience as above; **OR** one year of experience as an Exhibit Preparator I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: two or more specialized areas such as photography, graphic arts, pictorial illustration, representational sculpting, conservation and preservation techniques, skilled trades, and preparation of scale models of exhibits. **Working knowledge of:** terminology used to describe various aspects of exhibit preparation and artifacts associated with those exhibits. **Ability to:** provide direction and training to lower level staff and volunteers; design, fabricate, repair, and modify a variety of complex and/or specialized exhibits; develop and produce designs, shop drawings and detailed specifications; read and interpret blueprints, plans, specifications, and schematics relevant to exhibit projects; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: wood and metal products, their characteristics and uses. **General knowledge of:** black and white photography; supervisory techniques. **Knowledge of:** State and division policy regarding work unit operations. **Ability to:** estimate time and materials required to complete projects; perform a variety of skilled trades in the construction of exhibits.

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MINIMUM QUALIFICATIONS (cont'd)

EXHIBIT PREPARATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college, university or technical school with major course work in museology, photography, U.S. history, anthropology, geology, natural history, industrial arts, commercial arts, graphic design or closely related field and one year of progressively responsible experience in the development and operation of exhibits and displays in a museum or comparable setting; **OR** an Associate's degree from an accredited college, university or technical school with major course work in museology, photography, U.S. history, anthropology, geology, natural history, industrial arts, commercial arts, graphic design or closely related field and two years of progressively responsible experience as outlined above; **OR** high school graduation or equivalent (GED) and three years of progressively responsible experience as outlined above; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: temperature and humidity control. **General knowledge of:** electronic principles; graphic arts techniques; the natural sciences; Western American History; black and white photographic principles and laboratory techniques; representational sculpting and mold making. **Knowledge of:** shop tools and graphic arts equipment required to fabricate exhibits; a variety of building materials; power supplies and electrical systems; proper lighting techniques; welding and metal fabrication; general mathematics; basic carpentry and building construction techniques; finishing techniques and proper application methods; basic recordkeeping techniques. **Ability to:** communicate effectively with others, both orally and in writing; use a variety of hand tools and power equipment; adapt to changes in workload and adjust priorities quickly as circumstances dictate; perform general maintenance duties; work independently; work on ladders and scaffolding; establish and maintain good working relationships with staff and co-workers.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: museum terminology. **Knowledge of:** exhibit design principles including color, lighting, traffic patterns and spatial awareness; security systems and techniques; State and local fire codes; archival practices; curatorial practices in the handling, cleaning and display of artifacts to ensure their protection; agency policy and procedure used in the construction and maintenance of exhibits. **Ability to:** conceptualize ideas into three dimensional space without losing the intended theme; write and edit text for exhibits; make subjective judgments regarding visual and spatial elements of exhibits; conduct a variety of functions including ongoing exhibit development.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.832</u>	<u>7.831</u>	<u>7.841</u>
ESTABLISHED:	10/16/75	6/29/73	7/1/95P 9/16/94PC
REVISED:	12/19/85-12	10/16/75	
REVISED:	7/1/89P 8/19/88PC	6/11/82	
REVISED:	7/1/95P 9/16/94PC	12/19/85-12	
REVISED:		11/13/87-3	
REVISED:		7/1/89P 8/19/88PC	
REVISED:		7/1/95P 9/16/94PC	
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC